




**STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES**

GWENDOLYN SIMS DAVIS
COMMISSIONER

PHIL BREDESEN
GOVERNOR

MEMORANDUM

TO: Commissioners & Agency Heads, Procurement and Fiscal Officers of All Edison Wave 3 Financials/Procurement Go Live State Departments, Institutions and Agencies

FROM: Gwendolyn Sims Davis, Commissioner 

DATE: March 5, 2009

SUBJECT: Purchasing Procedures for Edison Wave 3 Financials/Procurement Go Live

FRIDAY, APRIL 10, 2009 - REQUISITIONS FOR WAVE 3 AGENCIES

Requisitions (P1) for one-time purchases, requisitions (P1A) requesting agency term contracts for items not covered by statewide contract and requisitions (P1B) requesting delegated purchase authority from bid must be at TOPS status code 200 by 4:30 p.m., April 10, 2009, due to required processing by June 12, 2009. Requisitions requiring a long lead-time should be issued immediately to assure awarding by June 12, 2009.

FRIDAY JUNE 12, 2009 - CONTRACT RELEASE ORDERS FOR WAVE 3 AGENCIES

Contract release orders requiring F&A Budget approval should be waiting for Budget approval on or before June 1, 2009. All purchase orders entered into TOPS for Wave 3 Agencies must be set to print (TOPS status codes 450, 455 or 465) by 4:30 p.m., Friday, June 12, 2009.

All requisitions and orders not completed by the close of business on June 12, 2009 will be cancelled and are to be re-entered in Edison starting on July 1, 2009.

Thank you for you and your staff's assistance in making this a smooth transition.